



**CORPORATION OF THE TOWN OF HANOVER**  
**DAY CAMP LEADER (Summer Position – late May to early Sept)**

Reporting to the Day Camp Supervisor, the Day Camp Leader is responsible for the safe supervision of day camp participants for the Town of Hanover.

Opportunities are available for both full-time and part-time employment.

Responsibilities of the position include but are not limited to:

- Planning and implementing a variety of safe and fun activities and special events for participants aged 4 to 12 years old
- Attending and taking part in all staff trainings and meetings
- Accurately completing necessary logs and forms
- Working cooperatively with assigned volunteers and other staff
- Encouraging and assisting in maintaining a high standard of morale, enthusiasm and teamwork
- Ensuring a high-quality level of programs and public service
- Responding to parent or public inquiries, problems and emergency situations

**Knowledge, Skills & Experience**

- Minimum of 14 years of age
- Previous experience working with children in a leadership role is required
- Knowledge of a variety of children's activities is an asset
- Strong leadership, problem solving, communication and decision-making skills are necessary
- Attention to detail, time management and planning skills are necessary
- Valid Standard First Aid and CPR Level C certification
- High Five Principles of Healthy Child Development certification is required (or willing to obtain upon hiring)
- A Criminal Record and/or Vulnerable Sector Background Check with results satisfactory to the Town of Hanover will be required (if hired; vulnerable sector check required for those aged 18+)

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2025-05 by email or mail by 4:00pm on Friday, February 7, 2025.

**Town of Hanover**  
**341 10th Street, Hanover ON N4N 1P5**  
**t 519.364.2780 | f 519.364.6456**  
**hr@hanover.ca**

The Town of Hanover is an equal opportunity employer that values diversity. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.